

Curriculum Vitae



A. Nizar Ahmed

Email: nizarmafa@yahoo.com

Mobile: 00971507275706

Visa Status: Visit from 26/10/21 – 23/01/22

Logistics and Procurement Manager

Over 15 years of accomplishments in:

Defining and implementing Logistics and purchasing strategy consistent with business strategy and challenges driving improvement in supplier and customer management and organizational growth in dynamic, highly competitive environments

Work Experience (23+ Years in Gulf) - Including 9 years in Jeddah Port, KSA

❖ **Mulk Holdings FZC, Hamriyah Free Zone, Sharjah, U.A.E. (From April 2008 to May 2020)**

Brand "ALUBOND" Aluminium Composite Panel Manufacturing Company

Worked as Logistics and Procurement Manager, Import, Export, LC docs., finalizes, & All Documents Controller. In addition, Supplier and Customer direct contact for material movement,

Nature of Jobs

- Monitoring all document preparation and more focus on **LC** (Letter of Credit) documentation, Follow-up with bank whether all allied manuscript has received (I.e., acknowledgement, docs dispatch advice, payment advice, etc.)
- Arranging truck/container from the transporter/shipping company to load materials, negotiating the price and finalizing their invoices on weekly/monthly basis and giving approval to the accounts department to release the payment, all Sea, Air, and by Road shipment taking care for inward outward shipment.
- All the cross-trade shipment and switch BL process handling,
- All the Inward and outwards shipments, managing with **Hamriyah Free Zone Authority**, and raw materials stock being recorded in the system which submitting to free zone authority while moving the finished goods to the customer.
- Constantly following with the agent to get back the customs Exit/Entry Certificate in order to refund deposit cheque from the FZ authority. Monitoring all import containers which carry raw materials from various countries and preparing Proforma Invoice as per the agreement.
- Marine insurance policy, Certificate of Origin, and Arab League arranges based on LC terms and conditions.
- Material Inspection arrangement shall do through BV, SGS, etc. based on the country's requirement, for KSA shipment all Saber processing taking care through Inspection Company.
- Ensuring documentation & logistics entire works (i.e., final checking, consent providing to ship the materials, clearing import shipments from the port and to submit documents to the bank for negotiation etc.)
- Arranging Duty Exemption to out cargo from the Free Zone without paying any duty, coordinating and short out with the Ministry of Economy if any issues arising.
- In additional, support to local and international customers for their movement and pricing part with the preparation of the sales contract and Performa Invoice Finalize, most of the time handling the sales and following for their payment.
- Global Sourcing of suppliers for Raw Materials as per company standard and Policies Supervise and direct Supply chain team for a product/service research, Order Processing vendor selection, price, contract terms, negotiation, and logistics process.
- Supervised all the raw materials purchase from both overseas & local suppliers and maintained full & accurate records for tracking
- Followed up of all the pending orders and taking decision to ensure customer order deliver promise date are met.
- Reviewed purchase, delivery & quality reports on every regular time intervals for supplier evaluation
- Incorporating the stock, stock analysis, minimum & maximum re-order levels and fast-slow- & non-moving items the quantity below minimum along with taking daily summary reports.
- Availed of market situation & seasonality by getting Raw materials at lower cost (without affecting quality of goods) to reduce the total purchase within the budget.

- ❖ **Sun Metal Casting L.L.C. Ajman, U.A.E. (From Jan 2006 to March 2008) Purchasing and selling of all types of Scraps and HMS over the globe. Worked as Sales, Purchase Executive & Shipping Assistant.**

Nature of Jobs

- Get ready all sales and purchase contract after completion of dealings with parties.
- Corresponding with overseas and local buyers/sellers over by mail and telephone regarding sales & purchase, shipment and document details/status etc.
- Ensuring the shipment till the purchase & sales contract is concluded.
- Organizing payment for all purchasing material according to contract terms and condition.
- Monitoring all import containers and third country shipments.
- Preparing export documents according to the buyer's details and sales contracts
- Following all L/C's and preparing documents according to the terms and condition
- Forwarding the documents to the bank and following with the bank till the documents retired/paid
- Getting the draft copy of Bill of Ladings and confirming the same to shipping companies
- Advising the shipment details to parties once the containers had loaded.
- Monitoring factory and yard movement and purchasing the raw materials according to requirement of production of Aluminium Alloys.
- Coordinating with accounts department for all types of payments.

- ❖ **Gulf Stevedoring Contracting Co., Ltd (From Sep. 1996 to Dec. 2005)**

Container Terminal (Jeddah Islamic Port, KSA)

Worked as Manifest Supervisor and Operations Manager's Secretary

Nature of Jobs

- Finalizing invoice for all vessel operators and corresponding with all shipping companies
- Generating daily customs exam & management reports and updating various statistical reports to port management.
- Allotting berth before vessel arrival, manage the vessel stow plan, assign cranes to the vessel and planning crane work program
- Efforts to complete the vessel if any deadline departure by shipping company.
- Corresponding with all shipping companies over the phone and Email.
- All manifest receiving from the shipping lines and segregating manifest according to container operator, ports of loading and mode of arrival (FCL, LCL, TF.).
- Updating all data in the system (cont. no., weight, size, class, type, temperature Etc.)
- Load and Discharge figures finalizing with chief officer before vessel sailing.
- Providing Discharge/Load list to ship (Quay) side supervisor prior vessel berthing.
- Assisting with A/C department whenever making invoice to shipping line.

Academe

- **Certified International Supply Chain Professional (CISCP)** from Blue Ocean Dubai, U.A.E
- **Higher Secondary from Khadir Mohideen high school, Tamil Nadu, India**
- **Diploma in Computer Application from**

Computer literate : MS Windows Access, well versed in Ms Excel, Ms Word **Typewriting** : English (45 words per minutes), Arabic & Tamil (Normal Speed)

Skills

Driving License : **Holding Indian valid driving license**
Presentation : **Internet Technologies**
Operating System : **Navis (Express & Sparcs) Container Tracking System**
Languages Known : **English, Arabic, Hindi, Tamil and Malayalam**

Personal Profile

Nationality : Indian **Religion** : Muslim **Father's Name** : Abdul Latheef
Date of Birth : 18/06/1973 **Marital Status** : Married
Passport No. L249308 (Expiry – 04/05/2023)